

**THE THIRD TAXING DISTRICT
FEBRUARY 9, 2004
REGULAR MEETING**

ATTENDANCE: David Brown, Chairman; Paul Coggin; Stephen Feinstein

STAFF: George Leary, General Manager; Ron Scofield, District Clerk and Office Manager

OTHERS: Charles Breu; Laurel Lindstrom; Don Nelson

Mr. Brown called the meeting to order at 7:10 pm.

PUBLIC COMMENT

Mr. Charles Breu made reference to the library budget specifically to \$40,000 in savings and an IRS fine of \$57,000. He also expressed his opinion with regard to the conflict of interests at the last meeting.

Mr. Brown noted the importance of the public comment session. Mr. Coggin noted his appreciation of Mr. Breu's comments.

Ms. Laurel Lindstrom concurred with Mr. Breu's reaction. She also indicated that the library budget could be more complete.

**APPROVAL OF THE MINUTES
DECEMBER 15, 2003**

**** MR. COGGIN MOVED APPROVAL OF THE MINUTES AS AMENDED.**

**** MR. BROWN SECONDED.**

The following corrections were made:

Page two, under the approval of minutes for December 2, 2003 the approval of the minutes should reflect, "as amended". Page two, middle paragraph, after the first period in the third line, a new paragraph should start. Fifth line, Mr. Mitchell's sentence should read: had a total of five grievances totaling \$1,718.00. Of the five all were settled and the only one that requested

approval of funds was for the grievance for diet food of \$1,718.00. Page two, last paragraph, strike the name Mitchell and replace with Goldstein.

Page three, in the first motion it should indicate that Mr. Brown seconded the motion.

Page five, in the heading correct the spelling of Ratification.

Page six, Under Executive heading it should be noted that those in attendance were Commissioners Brown, Feinstein and Coggin, Mr. Leary, Mr. Scofield and Mr. Stoops. It should also reflect that after executive session, they reconvened into public session at 10:00 pm. Mr. Feinstein made the motion to adjourn, Mr. Coggin seconded and the motion passed unanimously.

**** MOTION PASSED TWO VOTES IN FAVOR, ONE VOTE OPPOSED (MR. FEINSTEIN).**

APPROVAL OF THE MINUTES
SPECIAL MEETING OF DECEMBER 19, 2003

**** MR. FEINSTEIN MOVED APPROVAL OF THE MINUTES AS PRESENTED.**
**** MR. COGGIN SECONDED.**
**** MOTION PASSED UNANIMOUSLY**

APPROVAL OF THE MINUTES
SPECIAL MEETING OF DECEMBER 23, 2003

**** MR. FEINSTEIN MOVED APPROVAL OF THE MINUTES AS PRESENTED.**

**** MR. COGGIN SECONDED.**
**** MOTION PASSED UNANIMOUSLY.**

APPROVAL OF THE MINUTES

JANUARY 26, 2004

**** MR. COGGIN MOVED APPROVAL OF THE MINUTES AS AMENDED.**

**** MR. BROWN SECONDED.**

The following corrections were made:

In the footer, correct August to read January
Page one, under staff Mr. Scofield's correct title is District Clerk and Office Manager. Page one, under public comment correct spelling of Charles Breu.
Page four, in the first motion, correct spelling of Coggin, after the word budget, and insert the word request.
Page five, in the second motion, after the word commission's insert the word prior.
Page six, in the first motion correct the figure to \$96,000.

**** MOTION PASSED UNANIMOUSLY.**

LAUREL LINDSTROM
EAST NORWALK NEIGHBORHOOD ASSOCIATION

Before giving her presentation, Ms. Lindstrom stated that the Association would be putting forward a request for funding and asked for it to be added to the agenda of the annual meeting. She then proceeded to give a presentation on the East Norwalk Neighborhood Association at the same time distributing relating documents.

There was a brief discussion on the items debated during the Association meetings; Ms. Lindstrom commented that safety issues are a big emphasis – she also added that all items are written up in their newsletter.

Regarding donations, Mr. Feinstein raised the issue of confidentiality and information that would fall under FOI requirements.

There was dialogue regarding privacy of the membership list.

**** MR. COGGIN MOVED TO ACKNOWLEDGE RECEIPT OF THE EAST NORWALK NEIGHBORHOOD ASSOCIATION BUDGET REQUEST.**

**** MR. BROWN SECONDED.**

**** MOTION PASSED TWO VOTES IN FAVOR, ONE VOTE OPPOSED (MR. FEINSTEIN).**

Mr. Brown requested that they take the agenda out of order and take up Item 21. There were no objections.

DISCUSSION OF NEW GRANT APPLICATION PROCESS

Mr. Coggin distributed a resolution concerning allocation surplus – Electrical Department Earnings and District Funds; he then read a section regarding parameters of investment. Mr. Coggin expressed his wish that that public is well informed on this and suggested this could be done in the form of a forum.

Mr. Coggin asked for any comments to be returned to him by February 17, 2004.

There was discussion on this topic.

Mr. Feinstein suggested that confirmation of the language in the charter and all legal aspects be researched before acting upon this.

DISCUSSION AND APPROVAL OF LEASE AND REPAIRS TO HOUSE AT 215 EAST AVENUE

Mr. Coggin wished to read the lease. While he did this Item number 25 was discussed.

VANDERBILT SETTLEMENT UPDATE

Mr. Dennin said regarding the settlement agreement he had not heard back from Attorney Lucas at this point.

Mr. Brown said that he would be comfortable with Mr. Leary handling this now and sending out an update in the form of an email to the other Commissioners.

There was no further action.

DISCUSSION AND APPROVAL OF LEASE AND REPAIRS TO HOUSE AT 215 EAST AVENUE *(Continued)*

There was a discussion on sub-letting the property and about the specifics of the lease.

**** MR. FEINSTEIN MOVED TO APPROVE THE LEASE AS DRAFTED WITH
THE NORWALK TREE ALLIANCE AND THE FRIENDS OF NORWALK CLEAN
GREEN AND TO AUTHORIZE THE CHAIRMAN TO SIGN ON THE COMMISSION'S
BEHALF.**

**** MR. BROWN SECONDED.**
**** MOTION PASSED UNANIMOUSLY.**

At this point in the meeting the Commissioners referred back to Item 7 on the agenda.

SIEMAN'S PROPOSAL TO TRAIN LINE CREW IN BREAKER MAINTENANCE

Mr. Leary referred to the copy of the proposal in the back up material.

There was discussion regarding this being the only bidder for this work.

Mr. Leary noted the importance of Sieman's undertaking the work as their representative would also be training the staff of the Third Taxing District so that the work won't have to be farmed out again.

Mr. Feinstein raised the suggestion about this being included in the line item for training in the annual budget. Discussion on this point followed.

**** MR. COGGIN MOVED THAT THEY AUTHORIZE \$5,800 AS WRITTEN
ON THE QUOTE BY SIEMAN'S FOR TRAINING ON BREAKER
MAINTENANCE.**

**** MR. FEINSTEIN SECONDED.**

**** MOTION PASSED UNANIMOUSLY.**

Mr. Coggin wished to note for the record that they are only receiving one quote, as it is specialized work specific to the manufacturer.

GENERAL MANAGER'S REPORT

Mr. Leary submitted his written report.

**** MR. FEINSTEIN MOVED TO ACCEPT THE GENERAL MANAGER'S
REPORT.**

**** MR. COGGIN SECONDED.**

**** MOTION PASSED UNANIMOUSLY.**

MONTHLY OPERATING REPORTS

Mr. Leary referred to the information in the back up material noting that new figures for January

have been added as well as some new graphs.

There was a discussion on the figures and of the rate stabilization fund.

Mr. Feinstein asked if the rates would be raised. Mr. Leary replied that they would have a better idea after 2005.

**** MR. COGGIN MOVED TO ACCEPT THE OPERATING REPORT AS PRESENTED.**

**** MR. FEINSTEIN SECONDED.**

**** MOTION PASSED UNANIMOUSLY.**

ANNUAL MEETING PREPARATIONS AND DISTRICT BUDGET

Mr. Coggin referred to the preliminary report of the electors and went through the figures.

There was dialogue regarding the level of spending in the district and the possibility of raising the rates.

There was a long discussion on the unrestricted reserves including the figures presented.

Mr. Feinstein expressed his opinion regarding the purpose of the annual meeting and suggested that they did not need to look at things that happened eight years ago.

There was discussion on this topic.

With regard to the notice of the meeting, Mr. Feinstein stated that it had to be advertised ten days before the meeting.

Mr. Brown asked, with regard to the notice and the agenda, that the Commissioners send their questions, especially with regard to the budget, to him by the next meeting.

CUSTOMER ABATEMENT REQUEST

Mr. Leary gave background information regarding a lean against a property that was sold some years ago. The same house has just been sold again and the issue of the lean had just been discovered. He suggested that because the lean was on the house before Ms. Lassow owned it, it would not be fair to pursue it.

Mr. Brown noted that Mr. Leary should be able to use his own discretion regarding a matter like this.

**** MR. BROWN MOVED TO FORGIVE \$126.77 TO LISA LASSOW FORMALLY OF 20 AMUNDSON STREET.**

**** MR. COGGIN SECONDED.**

**** MOTION PASSED UNANIMOUSLY.**

**** MR. COGGIN MOVED TO RECESS FOR FIVE MINUTES.**

**** MR. BROWN SECONDED.**

**** MOTION PASSED UNANIMOUSLY.**

GENERAL MANAGER'S REVIEW

Mr. Leary indicated that he had been with the Third Taxing District for one year now.

Mr. Coggin commented that he liked the idea of a review and gave a description of a process that he currently uses in his work situation. He suggested that they could use something of a similar nature.

Mr. Brown recommended that this Item could be discussed during their February 23, 2004 meeting.

PAPER AND ENVELOPE BIDS

Mr. Scofield gave details of the three bids received explaining the differences.

There was discussion on the storage area of the paper and envelopes and how much should be delivered during a year.

Mr. Leary stated that it was their recommendation that they accept the lowest bidder.

**** MR. COGGIN MOVED TO AUTHORIZE LINDENMEYER MUNROE FOR A TOTAL NOT TO EXCEED \$2,352.00 TO SUPPLY THE PAPER AND ENVELOPES.**

**** MR. FEINSTEIN SECONDED.**

**** MOTION PASSED UNANIMOUSLY.**

AUDIT STATUS FY 2001 AND FY 2002

Mr. Leary indicated that there was no further update after the one he had sent out last week.

DISCUSSION AND APPROVAL OF LEASE AND REPAIRS
TO HOUSE AT 215 EAST AVENUE (Continued)

**** MR. COGGIN MOVED TO AUTHORIZE SPENDING UP TO \$2000 FOR 215 EAST AVENUE SUBJECT TO GETTING QUOTES IF NEEDED AS PER THE PURCHASING POLICY.**

**** MR. BROWN SECONDED.**

**** MOTION PASSED UNANIMOUSLY.**

**** MR. BROWN MOVED TO TABLE ITEMS 14 THROUGH 20**

14. CAPITAL IMPROVEMENT FUND AND CAPITAL BUDGET

15. RATIFICATION OF POLICY ON USE OF PARKS

16. CELL PHONE PURCHASE OF SERVICE

17. UPDATE REGARDING REVISIONS TO DISASTER/CONTINGENCY PLAN

18. UPDATE REGARDING SECURITY PLAN

19. UPDATE REGARDING REMOVAL OF NON TTD UTILITY POLE BANNERS

20. TTD ELECTRIC DEPARTMENT JOB DESCRIPTIONS

**** MR. FEINSTEIN SECONDED.**

**** MOTION PASSED UNANIMOUSLY.**

**** MR. FEINSTEIN MOVED TO TABLE ITEM 24**

24. AUDIT FY 2003 – LATEST UPDATE

**** MR. BROWN SECONDED.**

**** MOTION PASSED UNANIMOUSLY.**

ADJOURNMENT

**** MR. FEINSTEIN MOVED TO ADJOURN.**

**** MR. COGGIN SECONDED.**

**** MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 10:20 pm.

Respectfully submitted,

Kate Kye
Telesco Secretarial Services